



## Networks Handbook June 2018

*This handbook serves to outline the support and guidance available to the committees and volunteers of all of the member networks of the Royal Society of Chemistry.*

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## 1 Introduction

The Royal Society of Chemistry is grateful for all of the work our networks do and the time and commitment devoted by everyone involved.

In this handbook, member networks refer to the following groups:

- Local Sections (worldwide)
- Interest Groups
- Analytical Division Regions
- Education Division Regions
- Early Career Network

This handbook has been produced as a practical best practice guide to provide support to those members involved in the day-to-day running of the various networks. We hope you find it useful and informative and welcome any feedback you may have. The handbook only contains information which cannot be found elsewhere on [www.rsc.org](http://www.rsc.org) related to the running of our member networks.

The handbook has been designed to enable easy updates which will be added electronically. Committees will be notified of any updates via the [networks newsletter](#). This handbook was not designed to be printed and used in hard copy.

If you have any questions, please do not hesitate to get in touch with the networks team ([networks@rsc.org](mailto:networks@rsc.org)).

**June 2018**



## **2 Purpose of our member networks**

All member networks have the same basic purpose:

- to provide a focal point for, and support, our members within their network
- to advance the chemical sciences
- to help us meet our strategy

In order to achieve these aims there are several roles all member networks should undertake. They are listed below:

- Engage with the full diversity of members within the section.
- Arrange and deliver an annual programme of varied activities.
- Liaise with staff.
- Act as a channel of communication between members in the network and staff.
- Introduce and promote the Royal Society of Chemistry to the public.
- Encourage recruitment of members in the UK and Ireland.
- Encourage current members to upgrade membership.
- Promote a better understanding of chemical science.
- Maintain a good relationship with other member groups.
- Support the work of the Benevolent Fund where appropriate.
- Geographical networks should work with other member networks within the same region through the regional steering groups.

Any queries should be addressed to the [networks@rsc.org](mailto:networks@rsc.org).

## **3 Supporting members outwith the UK and Ireland**

We promote the chemical sciences and support members worldwide. International activities are often based around an active group of members who form a local section. These sections respond to the particular needs of chemical scientists in their country and are involved in activities such as organising conferences and colloquia, sponsoring awards and community work. In this way they share the same objectives and rules as all of our networks.

To maintain our good relationships with other national chemical societies our local sections based outside of the UK and Ireland focus on supporting existing members of the Royal Society of Chemistry in their local area and working with their national chemical society rather than recruiting new members.

Where we don't have enough members to effectively form and run a section we will seek to appoint an International Representative to act as a point of contact for members and to act in an advisory role to RSC staff on activities in that country.



### 3.1 Supporting members in the early stages of their career

We actively encourage members in the early stages of their career, including those who have changed career or taken a career break, to get involved in our member networks both as members and committee members.

In addition, we have an Early Career Network which supports relevant members to organise events specifically for others in the early stages of their career.

Additional information and details of funding opportunities are available [here](#).

## 4 Rules for member networks

All of our member networks share one set of rules as requested by the Audit Committee in 2017. These rules were combined and simplified by a review panel of the Member Networks Committee and were approved by the committee in October 2017.

The rules, accompanying guidance notes and a glossary of relevant terms are available [here](#).

The day to day running of the section is at the discretion of the committee. It should be noted that historically the model rules provided could be adapted by local section committees – this is no longer the case. It is acknowledged that there may be difficulties in adhering to all of the rules for some local sections outside of the UK and Ireland – any concerns from these sections should be raised with the Member Networks Committee immediately.

## 5 Committee management

For guidance on the following please refer to the [rules and guidance notes](#):

- Membership of committees of geographical networks
- Election of Officers
- Election of committee members
- Annual reports

### 5.1 Officers – roles and responsibilities

#### 5.1.3 Chair

- To act as Trustee (along with RSC Council) of the group and to take responsibility for any Trustee related matter (RSC carries liability insurance for Trustees)
- Chairing the meetings
- Ensures that all members of the committee have an opportunity to input into discussions
- Support in preparation of annual reports
- Must approve and sign off the end of year financial accounts
- Supports treasurer in ensuring the planned programme is within the budget



- Ensures committee is operating in line with our rules
- Signatory on bank account

#### 5.1.4 **Secretary**

- Main contact point for RSC staff – this includes passing on relevant information as requested.
- Either taking the committee minutes - or delegating this duty.
- Organising the committee meetings and associated papers – or delegating this duty.
- Preparing the annual report and ensuring that any changes to committee membership are communicated to the Networks Team.
- Ensuring that the committee complies with our data protection guidelines.
- Ensuring that appropriate risk assessments are completed for all events and activities.
- Signatory on bank account.

#### 5.1.5 **Treasurer**

- Maintains up to date accounts.
- Reimburses expenses to committee members as soon as possible.
- Prepares annual accounts and arranges an audit as necessary.
- Includes a meaningful breakdown of network costs in the annual report.
- Pays bills as soon as possible.
- Signatory on bank account.

Support for Treasurers is available from our finance team by emailing [networksfinance@rsc.org](mailto:networksfinance@rsc.org).

#### 5.2 **Other roles on the committee**

Some of our committees choose to have additional named positions in order to facilitate the smooth running of the committee.

- Chemists Community Fund Representative
- Early Career Representative
- Academic Representative
- Industrial Representative

Additional roles can be created if necessary

- Minutes Secretary
- Programme Secretary
- Communications Secretary

The make-up of the committee must represent the diversity of the community served



and vacancies must be open to all members of the community in accordance with the rules of the network.

### 5.3 E-alerts to recruit new committee members

In accordance with our [rules](#) all vacancies for ordinary members of our member networks committees **must** be open to all members of the network.

All calls for nominations must be sent out as an E-alert through the networks team using the template and guidelines available [online](#).

### 5.4 Committee meetings

Our committees may hold their meetings in any suitable venue. Committees should consider both the timing and location of all committee meetings to ensure that these are accessible to all members who may wish to join the committee. It is also possible to hold meetings electronically using technologies such as Skype, Facetime and Goto meeting.

Due to the number of member networks operating it is, unfortunately, not practicable for staff to routinely attend committee meetings or events. However, the Member Networks Specialists are primarily in post to support your committees and will attend meetings and events when required to respond to any issue which cannot be resolved by telephone or email. If you would like to request the attendance of a Member Networks Specialist at a meeting or event, please email [networks@rsc.org](mailto:networks@rsc.org).

Subsequent to a committee meeting taking place, please ensure that a full set of all committee meeting minutes and papers is sent to [networks@rsc.org](mailto:networks@rsc.org).

## 6 GDPR

What is data protection and the GDPR?

The General Data Protection Regulations (EU 2016/679) (GDPR) will come into effect in the UK on 25 May 2018. These regulations will replace the existing data protection legislation, the Data Protection Act 1998. In essence, GDPR changes the way in which organisations can collect, store and process the Personal Data of individuals. As a member network (local section, interest group, division or committee) of the RSC, any Personal Data that you collect, store or process as part of your activities for that network falls within the responsibility of the RSC. It is therefore very important that you are aware of GDPR requirements and the obligations of the RSC, as ultimately the RSC will be liable for any interaction that you, the member networks, have with Personal Data. You have personal responsibility and are accountable for following the regulations and guidelines.

### 6.1 What is Personal Data?

Personal data is widely defined as any information relating to or that can identify a data subject (Article 4(1)). A data subject is the identified or identifiable person to





whom the personal data relates. In practical terms this means that any data that can be used to identify a person (name, address, date of birth, contact details, medical or financial details, photographs, CCTV, video etc) will amount to Personal Data and has to be treated in accordance with the GDPR.

Subject to limited exceptions, the GDPR prohibits the processing of Personal Data in relation to racial or ethnic origin, political opinions, religious and philosophical beliefs, genetic and biometric data, health data and data relating to sex life and sexual orientation. These Special Categories of Personal Data are particularly sensitive and can only be processed in limited circumstances.

If you are in doubt as to the nature of the Personal Data that you are collecting, storing or processing, please contact the Networks team [networks@rsc.org](mailto:networks@rsc.org) immediately.

### 6.2 What can we do with Personal Data?

You must have a clear reason to collect, store and process a data subject's Personal Data; this is referred to as lawful processing. There are a number of ways in which you can lawfully process Personal Data including legitimate interest, the explicit consent, to meet contractual obligations or statutory requirements.

If you do not have a lawful reason to process Personal Data, anything you do with that Personal Data is in breach of the GDPR. If there is an alternative way of achieving the same outcome without the need to process Personal Data, this alternative should be considered.

**If you are going to collect or store Personal Data for any reason, or if you are engaging in any activity, event or entering any agreement which involves you (member network) collecting, processing, providing or transferring Personal Data (in any format) to an individual or organisation that is outside of the RSC, you must contact the Networks team [networks@rsc.org](mailto:networks@rsc.org) for advice and to make sure you are compliant with the GDPR.**

### 6.3 Members' Personal Data

Members' Personal Data is collected, stored and processed in accordance with the RSC's Privacy Policy and Fair Notice. Members should have access to that here. [www.rsc.li/privacy](http://www.rsc.li/privacy)

### 6.4 Members of the Public/Volunteers

The Personal Data of non-members of the RSC should be collected, stored and processed in accordance with the requirements of the GDPR.

If you currently hold Personal Data for non-members (including any individuals that were previous members of your network, or guests at previous events etc), please contact the Networks team for advice.

### 6.5 Events

**All event related agreements/contracts need to be reviewed by the Legal Team in accordance with members' rules.**

When you are arranging activities or events, it is important that you have the data protection in mind. Be alert to any request from a venue operator or hotelier that requires you to send them Personal Data as part of the booking. If there is an



alternative way of the venue operator or hotelier obtaining that Personal Data directly (i.e. by taking names on the day when people arrive) rather than you providing it, this is preferred.

#### **6.6 Photography and Videography**

Photographs and video of individuals may amount to Personal Data if the individuals are identifiable, and may therefore be subject to data protection.

If you are taking photographs or videos of individuals (whether it is at events or for promotional activities) you may require specific consent from them in advance. The RSC has provided a template consent form that individuals can complete and sign, agreeing to their Personal Data (namely photograph/video) being collected, stored and processed for the purpose of a specific event. This template can be requested from the Networks team [networks@rsc.org](mailto:networks@rsc.org).

#### **6.7 Data Storage, Deletion and Security**

You should only store data for as long as the purpose for which it was collected for applies. If the purpose has passed, you should securely delete all data.

If you are storing or holding Personal Data from previous years on your personal computer, mobile device(s), tablet, hard drive, mobile drives or cloud, you must ensure that you have suitable security measures in place to avoid unauthorised access to that Personal Data. This will include having proper and up to date malware and anti-virus programmes, and ensuring that access is granted by secure password entry only. You must not share your password with anyone else.

You may be held liable by the RSC for failure to ensure that you have reasonable measures of security if you are storing or holding Personal Data on your personal computer, mobile device(s), tablet, hard drive, mobile drives or cloud.

#### **6.8 Data Subject Rights**

The GDPR enhances existing data subject rights and also introduces new data subject rights including the right to:

- Access to information about them.
- Correct information about them.
- Erasure of information about them.
- Restrict what can be done with their information.
- Object to processing of their information and/or automated decision-making.
- Be notified of a data security breach.
- Data portability.

If an individual contacts you and requests to exercise any of those rights listed above in relation to their Personal Data, or that their Personal Data be deleted, you must contact the DPO immediately for advice as there are strict statutory time limits that apply to such requests.

#### **6.9 Data Breaches**

In the event that there is a breach, or a suspected breach, of security which leads, or may lead, to Personal Data that you are storing, holding or processing being accessed



by an unauthorised individual, you must advise the DPO immediately. You must provide the DPO with as much information about the Personal Data and breach/suspected breach as you can.

If there is a breach of security relating to Personal Data that is held, stored or processed by you, the RSC may ultimately be held liable for the breach by the Information Commissioners Office (ICO). Depending on the nature of the breach, the RSC may be subject to an ICO investigation and could ultimately receive a financial penalty of up to £20m GBP.

## **7 Funding**

### **7.1 Local Section funding**

Local Section grants are calculated and administered by the Networks Team. Grants cannot be released until all of the necessary financial reporting paperwork has been received and approved by our Finance Team. The annual grants for our Local Sections in the UK and Ireland are calculated and administered differently from those in the rest of the world.

Any queries regarding Local Section funding should be sent to [networks@rsc.org](mailto:networks@rsc.org).

#### **7.1.3 UK and Ireland Local Sections**

The Local Sections in the UK and Ireland grants are calculated based on the number of members within the section. Local Sections are not permitted to hold more than £10,000 in their bank accounts. Any part of the grant which would take their balance above £10,000 is held back but can be requested at any time in the year from the Networks Team.

There is a top up fund to which is open to our Local Sections in the UK and Ireland. Applications can be made using the form available [online](#). Applications are considered and approved or rejected by a sub-group of the Member Networks Committee four times a year. The deadlines for applications are:

- 1 January
- 1 April
- 1 July
- 1 October

Applications must show that the funding is required for the activity to take place and that the group does not hold sufficient funds in either their current or deposit accounts.

#### 7.1.4 **Non-UK and Ireland Local Sections**

Local Sections outwith the UK and Ireland submit a detailed proposed programme and budget request each year alongside their financial report for the previous year. Approval is subject to the discretion of staff.

#### 7.2 **Interest Group funding**

Interest Group grants are calculated and administered by the Networks Team. Grants cannot be released until all of the necessary financial reporting paperwork (electronically and in hard copy) has been received and approved by our Finance Team.

Interest Group grants consist of two parts – an administrative grant based on the number of members in the group and an activity grant which is based on an average of their impact expenditure for the previous 3 years relative to the other Interest Groups. Impact expenditure does not include expenses associated with committee meetings.

There is a top up fund to which is open to all Interest Groups. Applications can be made using the form available [online](#). Applications are considered and approved or rejected by a sub-group of the Member Networks Committee four times a year. The deadlines for applications are:

- 1 January
- 1 April
- 1 July
- 1 October

Applications must show that the funding is required for the activity to take place and that the group does not hold sufficient funds in either their current or deposit accounts.

Any queries regarding Interest Group funding should be sent to [networks@rsc.org](mailto:networks@rsc.org).

##### ○ **Education Division Region funding**

The regional groups of the Education Division are funded by the Education Division Council. All queries should be sent directly to the Secretary of the Education Division ([education@rsc.org](mailto:education@rsc.org)).

##### ○ **Analytical Division Region funding**

The regional groups of the Analytical Division are funded by the Analytical Chemistry Trust Fund via the Analytical Division Council. All queries should be sent directly to the Secretary of the Analytical Division ([science@rsc.org](mailto:science@rsc.org)).



## 8 Inclusion and Diversity

Our Trustees expect that diversity and inclusion are embedded in all of our activities and networks. The following guidelines have been created to support our networks in achieving this.

### 8.1 Committee agenda item

It was agreed that all of our Division Councils should have a standing agenda item to ensure that the issues of inclusion and diversity are embedded in all of their discussions. It is recommended that all member networks committees should include the following item in all of their meetings to plan and discuss activities.

#### *3.2. Diversity*

*Participants are reminded to be mindful of inclusion and accessibility throughout this meeting and to endeavour where possible to promote diversity in its widest sense.*

### 8.2 Communications

Consider the type of media (online or print) you are using and its suitability. This includes publicity materials, both on the day and pre-/post-meeting. Will anyone be excluded if one format is used instead of the other?

If writing for the web, would it be suitable to add 'alt text' and to make the site useable by screen readers?

If printing material, use an appropriate print size.

Consider the impact of any images used, especially those of people. Could the diversity of the people shown send any unintended messages?

Consider broadcasting the event online. If it is impossible for some people to attend, would this be a suitable way for them to be involved? A webinar might enable some to watch content after the event.

On the day of your event, consider providing hearing loops, sign language, subtitles, and employing a stenographer. This may not only help those with hearing impairments but also those who have a different first language.

### 8.3 Terminology

It is important to consider the language and terminology used in your communications.

Consider the use of gender specific language and how this may be interpreted by your members and other delegates at events.



It is known that the following terms can be seen as excluding different sectors of our community:

- Early Career Researcher – this is often associated with academic research and excludes those in technical and management roles.
- Younger Member – this excludes those members in the early stages of a new career and those who have taken a career break.
- Early Career Chemist – many of our members work in interdisciplinary fields and do not necessarily consider themselves to be Chemists.

Instead please consider the use of the terms *Early Career Member* or *Early Career Scientist* in your communications.

#### 8.4 Accessibility

- **Venue**

When booking a venue, check the accessibility for those who might have problems with mobility (parking, lifts, distance between rooms used etc.). Also consider the travel to and from the venue.

Will this make it difficult for any of your audience to attend?

- **Catering**

Consider the impact of any food and drink you are providing and whether it might deter certain individuals from attending. Consider dietary requirements for religious, ethical and medical reasons, and consider how food is prepared.

- **Timing**

Consider the timing of the event. Who might you be more likely to exclude if you hold it during the day and who might be excluded in the evening? Factor in the time taken to travel to the event.

- **Speakers**

Consider the diversity of the speakers you invite. Choosing a particular speaker may help to break down stereotypes that the audience might have. Consider who will be able to connect best with your audience, and who might surprise your audience.

- **Audience**

Consider audience; are you appealing to the entire demographic of your network? If this is difficult over the course of one event, it might be more feasible over the course of multiple events.

- **Schools**

When working with schools, consider the schools in your area that might be less exposed to outreach and extra - curricular activities. Conversely, other



groups may have gone through the same thought processes, which might lead to positive discrimination.

If you have any queries or concerns please contact [diversity@rsc.org](mailto:diversity@rsc.org).



## 9 Awards and Recognition

### 9.1 Recognition of volunteer activity

We recognise that our members give a lot of time and energy to supporting our community and in order to recognise this dedication the following awards are available:

- [Awards for Service](#)
- [Inspirational Member and Committee Awards](#)

More information on all of our awards is available [online](#).

### 9.2 Long Service Awards

#### 9.2.3 10 Years of Service

The RSC honours members who have completed 10 years of service on their group committee with a Long Service Award certificate and a commemorative plate if required.

To qualify for this award the committee member must satisfy the following criteria:

- Minimum of 10 years of service on the committee (does not need to be continuous service)
- Must have been an Officer (Chair, Secretary or Treasurer) during the 10 years of service
- Must be serving on the committee at the time of award

Presentation of the award is the responsibility of the committee who may wish to choose a suitable occasion.

To nominate a member of your committee for this award please contact the Networks Team ([networks@rsc.org](mailto:networks@rsc.org)).

Please remember to arrange for a photograph and an article on the presentation to be sent to [pressoffice@rsc.org](mailto:pressoffice@rsc.org).

#### 9.2.4 Over 10 years of service

If a committee wishes the RSC to acknowledge exceptional long service of a committee member they should notify the Networks Team, who will arrange for a letter from the Chief Executive or President.

### 9.3 Scientific Awards from Interest Groups

Interest Groups wishing to establish their own award should contact the RSC Awards team in the first instance for further advice. It should be noted that any Award must be verified by the RSC Awards working group prior to announcement.

Guidelines on terms of reference for selection panels and on the selection process for use by those Groups who offer their own awards are available on request.





For further information contact [awards@rsc.org](mailto:awards@rsc.org).

## 10 Supporting our volunteers

### 10.1 Networks Team

The networks team is dedicated to advising all of our member networks on their activities and assisting with communication between committees and members. These staff members will also put interest groups and local sections in touch with other specialist staff where appropriate in order to foster stronger links between member groups and our networks and departments.

We are always happy to hear from our members and will do our best to help you in any way we can. Please feel free to contact us by email or telephone, we're always happy to hear from you.

### 10.2 Contacting the Networks Team

The team use a shared mailbox ([networks@rsc.org](mailto:networks@rsc.org)) to ensure that urgent queries are picked up as quickly as possible.

We are all based in Cambridge in Thomas Graham House but we are happy to attend meetings in Burlington House or other locations if available.

Royal Society of Chemistry,  
Thomas Graham House,  
Science Park, Milton Road,  
Cambridge, CB4 0WF, UK  
Tel +44 (0) 1223 420066

**Fiona McMillan**

**Member Networks Team Leader**

Mon - Thursday (08:00 - 16:30)

**Stéphanie Comte**

**Member Networks Specialist**

Monday and Wednesday 09:00 – 17:00; Tuesday, Thursday and Friday 07:30 – 15:00)

**Nic Bygrave**

**Member Networks Specialist**

Monday, Tuesday and Thursday (08:00 - 16:30)

### 10.2.3 Keeping you up to date – Networks Newsletter

The monthly [networks newsletter](#), highlights information from various RSC departments and networks is posted as near to the start of each month to MyRSC as possible.



### **10.3 Training and support opportunities**

#### **10.3.3 New officer's briefing day**

Every year a new officer's briefing day is held to assist new officers (Chair, Secretary and Treasurer) in their roles within the committee. These training materials are also available online.

#### **10.3.4 Bribery Act**

Training for all of our committee members relating to the Bribery Act is available [here](#).

#### **10.3.5 Interest Group Forum**

Following feedback from Interest Group committees the Interest Group Forum was approved by the Member Networks Committee to provide a suitable governance forum for all of our Interest Groups.

The forum involves one representative from each interest group (ideally officers) attending an annual meeting to discuss matters relating to governance and member engagement. The meeting will be chaired by 2 members, who act as interest group advocates and sit on the Member Networks Committee.

#### **10.3.6 Local Sections Day**

Following feedback from our Local Section committees the Member Networks Committee determined that the Regional Steering Groups provide a suitable governance structure for our geographical networks but that there was still a need for an annual opportunity for all Local Sections committee representatives to meet to network and to share experiences.

The Local Sections day is an opportunity for one active member of each Local Section committee to take part in a celebration of positive activities run by our members. During the event there will be opportunities for sharing experiences regarding the recruitment of committee members, member engagement and activity ideas amongst other topics of shared interest as well as an opportunity network with those from other areas.

### **10.4 Other staff supporting our member networks**

A number of other staff teams within the Royal Society of Chemistry offer support to our member networks. Some are contactable directly and others through the networks team.

#### **10.4.3 Events Team**

The Events Team can support registration of some bigger events run by our member networks – for further information please email [events@rsc.org](mailto:events@rsc.org).

#### **10.4.4 Interest Group Events – Online Registration Service Further Information for Event Organisers**



RSC Events offers to interest groups automated online event registration that enables delegates to register easily for events and (where appropriate) pay their registration fees by credit/debit card. Free events can also be managed using the system.

### **Benefits of the system**

- Member and non member registration option
- Student discounts for members and non-members
- Early bird discount as appropriate
- Promotional code discounts for members of co-sponsoring organisations
- Asks delegates if they have any special requirements (e.g. dietary)
- States standard RSC terms and conditions which delegates must agree to
- Asks appropriate data protection questions, offering delegates the chance to opt out of having their details shared on-site or afterwards
- Collects fee via Worldpay
- Sends a confirmation email when registration is complete

The online registration system will automatically send a confirmation email to the event organiser each time someone registers so that registration numbers and registrant details can be monitored. A weekly list of registered delegates will also be emailed to the event organiser. This information can be used by the group to create badges or send joining instructions.

### **Delegate Lists**

If you intend to produce a printed delegate list to hand out to delegates at your event, please note you will need to remove those delegates who have opted out of appearing on the list. This information can be found on the registration confirmation emails. If you are unsure of who should appear on the list, please contact RSC Events Team.

### **Payment Methods**

At present, RSC Events cannot offer a full registration service (i.e. keying in details from registration forms or processing payments manually). We can only take payments via credit/debit card. If you wish to offer delegates the option of paying by invoice you will need to administer this yourself, and registration payments must be made directly to the interest group bank account.

For paying events, event organisers/conveners may choose to make available a printable registration form to complete and return direct to the organiser by post or fax as an alternative for group registrations, or for delegates who do not wish to pay by card.

### **Complimentary Registrations**

If you wish to offer free registration to invited speakers/committee etc. we can set up a discount code for complimentary registrations. Please request this in the set up form.

### **Registration Categories**

We only offer the following registration categories: RSC Member, Non Member, RSC Student Member, Student non-member.

If you wish to offer discounts to other categories, you can manage this using discount codes.



### **Discount Codes**

We can create discount codes for you should you wish to offer discounted registration fees to co-sponsoring association for example. Please state the discounts you would like on the set up form, including values. Please note the discounts should be uniform across the registration categories and early bird/standard fees eg: £50 discount off each category. Please do not publish your discount codes until they have been agreed by RSC Events.

### **Charges**

For paying events, registration payments are transferred by the RSC to a nominated interest group account shortly after the event has taken place.

A charge of 2.5% of delegate registration income will be levied on each event to cover credit card fees and finance charges.

The charge is taken from the registration fee income before fees are transferred to the group. A full summary of income and charges will be supplied to the convener if required.

For free events, no charge will apply.

### **VAT exempt status of RSC events**

Many events run by the RSC and its interest groups are classed as exempt for VAT purposes. When setting up online registration for an interest group event, the VAT rate will be set to 0% for registration and any associated item.

However, if an event falls into either of the following two categories, VAT will need to be charged at the prevailing rate:

- 1) The interest group is VAT registered
- 2) The event being run is not classed as having an educational value

If VAT should be incorporated into the delegate fees for an event, please complete the relevant section in the attached booking form.

Please note that if an interest group is registered for VAT, any VAT charged relating to events classed as 'exempt for VAT purposes' cannot be reclaimed from HM Revenue & Customs.

If, alongside the online payment system, an organiser is also taking manual registration payments using a registration form, they will need to ensure that the fees and VAT rate stated on the form corresponds with the fees and VAT rate on the online system (e.g. 0%).

### **How to proceed**

Organisers of interest group events should complete and return the attached request form to RSC Events ([eventservices@rsc.org](mailto:eventservices@rsc.org)). The event will need to either be listed on the RSC events database or have a page on the interest group's web pages before online registration can be set up in order that the registration link can be viewed and accessed.

### **10.5 Regions Team**

The Regions Team includes our Education Coordinators who are based in their relevant region, they can all be contacted directly [here](#).



Our Education Coordinators are experts in chemistry education and outreach and are happy to offer their specialist advice and guidance to all of our member networks on request. They cannot sit on any committees but they can be invited to attend committee meetings if they are available.

#### **10.6 Burlington House Hospitality Team**

Information on the use of meeting rooms and the catering available at Burlington House in London is available [here](#).

Please note that member networks using the venue receive a significant level of discount in comparison to corporate bookings.

#### **10.7 Networks Finance Team**

There are colleagues in our Finance Team who are available to offer support to our member networks committees. Initial contact should be made by emailing [networksfinance@rsc.org](mailto:networksfinance@rsc.org).

This team are responsible for liaising with Treasurers and Chairs regarding the annual financial report and can offer both advice and training.

#### **10.8 Legal Services Team**

The Legal Services Team will be adding further advice for our member networks to this document in the coming months. This team can be contacted by emailing [networks@rsc.org](mailto:networks@rsc.org)

##### **10.8.3 Contract Approval Process**

Our Legal Services Team must review all contracts for our member networks in line with our [rules](#). The following outlines the process by which contracts are renewed, signed and approved.

- Contracts should be submitted to [networks@rsc.org](mailto:networks@rsc.org) at the earliest possible opportunity.
- All contracts must be accompanied by a complete contract approval form which will provide the Legal Services Team with the information they need to begin the review process.
- On receipt of the completed documents the Legal Services Team will contact the committee contact to outline the expected timeline for review.
- Following the initial review, the Legal Services Team will outline the necessary changes as well as any additional “nice to have” changes to the committee contact.
- If agreed, the committee contact will be copied on the correspondence with the contract provider negotiating terms.

- If the contract provider will not accept any of the necessary changes to the terms, then the Legal Services Team will advise the committee contact of the risks associated with signing the contract.
  - If the risk to the committee and the Royal Society of Chemistry is significant then further discussion with senior staff will be necessary.
- Once approved the contract must be signed by a member of staff of the Royal Society of Chemistry with the appropriate authority to approve the value of the contract in line with our internal processes.
- If approval from the Board is also needed an MQB approval form should also be submitted with associated paperwork to [networks@rsc.org](mailto:networks@rsc.org).
- The networks team will submit the paperwork to the Board in parallel with the contract approval process to minimise the time taken to finalise the approval process.

## **11 Communicating with your members**

### **11.1.3 Staff supported communication**

The networks team support our member networks to promote their activities in a number of ways.

### **11.1.4 E-Alerts**

The networks team have seen a significant increase in the number of networks using our e-alerts service, which is really great news. However, we are currently processing over 40 messages per month and can no longer manage this volume on an *ad hoc* basis.

Going forwards we are implementing a more structured mechanism whereby all messages from our networks will be sent out on one of two fixed dates each month. These dates will be the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. We will still need to receive these messages at least five working days before the deadlines to allow for the time it takes to process them. Both deadlines for processing messages and the date that they are due to go out will appear in the monthly Networks Newsletter.

We currently support over 130 committees, and want to ensure that we facilitate efficient and effective communications for each group. Therefore, in order to manage the potential volume of messages being sent out at any one time we are reducing the number of e-alerts that any network can send out to one per month.

In order to make it easier for you and ensure that we have all the relevant information we have created a template for e-alert requests. The template is available [online](#).

Events must be submitted to the events database prior to an e-alert being sent.



Directions on how to use the database can be found here ([12.3.1](#)).

#### 11.1.5 **Update**

Entries for the monthly Update sent with Chemistry World are taken directly from the conferences and events database. Please enter the details in the events database approximately 2 months in advance to ensure the information is included in the edition of Update preceding your event.

If there is a need for an event to be included in Update more than 2 months in advance please email [pressoffice@rsc.org](mailto:pressoffice@rsc.org). Advance inclusion is at the discretion of the Media Team.

#### 11.1.6 **Grapevine**

If you would like to submit a request to have information about one of your activities included in our monthly mailing, Grapevine, please email [digicomms@rsc.org](mailto:digicomms@rsc.org).

While anyone can submit a request for inclusion in Grapevine the final decision on content lies with the Digital Communications Team.

#### 11.1.7 **News articles and Voice**

We are looking for community news stories to publish in Voice (both online and print editions), to pitch to the local, national, international and trade press, and to run on our social media channels. No story is too big or small, so please send us any and all ideas.

We are here to help you tell your stories, get you recognition for the amazing work you do, raise the profile of your networks and promote your events. We can advise on the most appropriate channel to disseminate your news.

- Contact Lizzy at [pressoffice@rsc.org](mailto:pressoffice@rsc.org) with your ideas and queries.
  - Encourage your members to get in touch with their personal experiences, things they've achieved, and their thoughts and opinions.
  - Tweet us with what you've been doing [@RoySocChem](#)
  - Let us know about the events you've held
  - Tell us about the events you have coming up – do you have a high-profile speaker, or are you holding a discussion on a topical subject? We might be able to send a journalist along to conduct interviews and cover the event.
  - Let us know how we can help you – we can send you more information to help you make the most of our services, or even run workshops or webinars.
- See our [news page](#) for examples of some recent stories from our community.





When including photos in any form of reporting it is imperative that all permissions are obtained in advance. Photography guidelines and model release forms are available through the Networks Team.

#### 11.1.8 **Inserts into Chemistry World**

**This service is only available to local sections.**

Local sections may use the **January, March** and **September** issues of Chemistry World for distribution of flyers and notices.

Inserts:

- Up to 3 inserts per issue
- Single sided or double sided

All inserts should now be produced through the brand centre unless it is absolutely not possible to fit the content into one of the existing templates.

The cost of producing and delivering the inserts is **not** deducted from your brand centre credit.

Contact [networks@rsc.org](mailto:networks@rsc.org) for further details or with any queries.

Notification of all deadlines is regularly circulated in the [networks newsletter](#).

#### 11.1.9 **Website**

The main site for RSC information, providing access to products, services and activities offered by the RSC is [www.rsc.org](http://www.rsc.org). Each of our member networks has a presence on the website – each committee should take ownership for the content on their pages and any changes should be sent through to [networks@rsc.org](mailto:networks@rsc.org).

Each network can use its homepage for posting information about the group and committee, publicising events, providing contact details, publishing newsletters, etc.

Any events listed on the events database by the network will automatically be linked to through the forthcoming events link on their web page.

Staff cannot offer any support for non-RSC websites.

#### 11.1.10 **Submitting an event to the events database**

All networks must submit their events to the conference and events database by completing the form which can be found [online](#).

All events entered into the database will be advertised in the monthly Update sent to member with Chemistry World if submitted before the data is collated for publishing and will appear on the forthcoming events page for the appropriate network, as well as appearing in the general events list on the website.





Social events may also be entered into the database.

11.1.11 **Direct communication**

11.1.12 **Social media**

Member groups can support their activities through social media where appropriate if they wish. However, it is expected that all social media account operators take note that social media is beholden to our professional standards just as any other form of communication. As such, our standard communication guidelines still apply, including correct usage of the brand.

Contact [CAPS@rsc.org](mailto:CAPS@rsc.org) for a social media icon and banner image if required.

Guidelines for setting up and the use of different social media will be available for LinkedIn, Twitter and Facebook in the coming months.

11.1.13 **MyRSC**

In August 2009, the RSC launched MyRSC (<http://my.rsc.org>), a professional online networking tool. MyRSC enables people to connect with fellow scientists across the globe, find other chemists in the local area and share information about themselves and their research. Therefore, it is vital that member groups engage and use MyRSC for promoting their group and the RSC activities they organise.

Detailed guidelines for using MyRSC to set up a group for your network is available here ([14.3](#)).

11.1.14 **Network Data**

The networks team can provide committees with an anonymised report on the demographic of their membership.

11.1.15 **Member lists**

In order to target members more accurately, it is possible for a member group to obtain lists of members and their contact details. This can be based on a specific selection criteria within the scope of the RSC membership database e.g. profession, membership category, location, age range etc. Lists are available from the Membership Department by emailing [memsearch@rsc.org](mailto:memsearch@rsc.org). You will also need to have completed a data protection compliance checklist which will be sent to you following your request.

Any data obtained from the RSC's main membership system is provided in accordance with the RSC registration under the Data Protection Act and in accordance with its rules. Data is supplied for RSC purposes only and must not be passed on to or supplied for a third party. The list must be kept secure and destroyed after six weeks. A data protection compliance form must be completed before any data will be made available.



**These lists must not be stored for more than 6 weeks in accordance with the RSC Data Protection Rules.**

**If the data is used to send an email the email addresses must be in the BCC field.**

#### 11.1.16 **Address labels**

If any network would like to send a hardcopy mailing to members address labels may be ordered via [networks@rsc.org](mailto:networks@rsc.org). The labels will be sent to the Secretary, unless notified otherwise. The labels must only be used for RSC business and they must not be passed to a third party (individual or organisation). If the labels remain unused, they must be destroyed after six weeks (as required by the Data Protection Act). You can, however, request new labels as frequently as you wish.

It is also possible to request labels only for those members in your network who cannot be contacted by email.

## **12 Promotional items and our brand**

### **12.1 Brand centre**

Local Sections and Interest Groups can order promotional items as well as pre-printed literature on the [brand centre](http://www.rsc.li/brand-centre) ([www.rsc.li/brand-centre](http://www.rsc.li/brand-centre)).

There are also a number of templates on the brand centre which can be used by all of our networks to create bespoke flyers and pop up stands. The brand centre will be continuously developed and new templates will be added – information about new templates will be communicated via the networks newsletter.

Each committee will be allocated credit on an annual basis to use on the brand centre. This credit covers all expenditure on the brand centre including delivery charges. Bespoke literature and promotional items will be charged at the price shown online but pre-printed literature is free of charge. Delivery costs depend on the quantity and weight of the order. Committees will be invoiced by the Finance Team for any additional spend on the brand centre – this will need to be paid for using the annual grant.

Brand centre guidelines and other branded templates are available [here](#).

If you have any technical issues with the brand centre please email [rsc@justdigital.com](mailto:rsc@justdigital.com).

If you have any queries about the brand centre please email [networks@rsc.org](mailto:networks@rsc.org).

#### 12.1.3 **Brand Centre Invoicing**

All of Local Sections and Interest Groups have been allocated £400 of credit on the Brand Centre for each calendar year. All credit will be reset to £400 on 1 January each year – it is not possible to accrue unused credit. The Networks Team are



responsible for monitoring your credit balance so any queries should be sent to [networks@rsc.org](mailto:networks@rsc.org).

There is no obligation to only spend within the £400 credit limit but any additional expenditure must be paid by the committee from that year's annual grant – we pay the external provider monthly and we cannot carry the debt over into the next financial year. The team will contact the Treasurer of any committee at the start of each month to notify them if their available credit has fallen below £100 and if they have exceeded the credit limit. Invoices will be sent to Treasurers of committees who have exceeded the credit limit at the beginning of December each year. Any expenditure exceeding the credit limit during the month of December will be invoiced as early as possible in January and must be paid as soon as possible – this cannot be deducted from the following year's credit. All credit relates to the calendar year in which the funds are spent and cannot be carried over.

The costs of Local Section inserts in Chemistry World are not deducted from your credit as these are paid for from a central budget.

We have allocated the credit to each committee in addition to your annual grant but we do ask that you use the credit only for those items which you would be happy to use your grant to pay for. We are responsible for the justification of this additional budget and we hope that you will only use it for necessary items.

### **13 Registered Charity Number**

It is the requirement of the Charity Commission that all member networks use the RSC Registered Charity Number on all RSC printed materials in the form: Registered Charity Number 207890.

## 14 Appendices

### 14.1 Glossary

Following feedback from our members the following glossary of terms has been compiled to minimise any difficulty in the interpretation of the rules.

<b>Member networks</b>	
<b>Analytical Division Region</b>	<p>The Analytical Division of the Royal Society of Chemistry has 8 active sub-committees which are responsible for the support of members of the Division within their geographical boundaries. All of these groups are within the UK and Ireland.</p> <p>These committees are member-led and report to the Analytical Division Council and receive their funding from the Analytical Chemistry Trust Fund.</p> <p>These groups are responsible for organising a programme of activities for their members and many participate in the running of the Schools Analyst Competition.</p>
<b>Education Division Region</b>	<p>The Education Division of the Royal Society of Chemistry has 2 sub-committees which are responsible for the support of members of the Division within Scotland and Ireland.</p> <p>These committees are member-led and report to and receive their funding from the Education Division Council.</p>
<b>Local Section</b>	<p>Local Sections are member-led committees which have the purpose of supporting all members of the Royal Society of Chemistry within their boundary.</p> <p>Local Sections are governed by the Member Networks Committee and receive funding from the Networks Team.</p>
<b>Interest Group</b>	<p>Interest Groups are member-led committees focussed on a specific area of scientific interest which have the purpose of supporting all members of the Royal Society of Chemistry who have joined the group.</p>

	Interest Groups are governed by the Member Networks Committee and receive funding from the Networks Team.
<b>Boards and Committees</b>	
<b>Council</b>	The term used for the Board of Trustees by the RSC is Council.
<b>Membership and Qualifications Board</b>	The Membership and Qualifications Board is delegated authority by Council to oversee <b>the Royal Society of Chemistry strategy and budgets relating to the development and award of membership qualifications; admissions; recruitment and retention of members; the advancement of professional practice; opportunities for member networking; and the Chemists' Community Fund services.</b>
<b>Member Networks Committee</b>	<p>The Member Networks Committee reports to the Membership and Qualifications Board. The committee is responsible for the governance of all Local Sections, Interest Groups and other relevant member networks.</p> <p>The committee consists of the 10 Chairs of the Regional Steering Groups and two Interest Group Representatives.</p>
<b>Regional Steering Groups</b>	<p>The Regional Steering Groups are geographical groups which include representation from all relevant geographical networks as well as individual representatives tasked with giving their perspective as:</p> <p>A member in the early stages of their career A member working in academia A member working in industry</p> <p>The Chemists' Community Fund and the RSC Regions Team are also represented.</p>
<b>Interest Group Forum</b>	The Interest Group Forum is the annual governance meeting for our Interest Groups. Each committee is invited to send one representative to discuss issues of governance.

	<p>This meeting is run by staff in collaboration with the Interest Group Representatives on Member Networks Committee.</p>
<p><b>Governance terms</b></p>	
<p><b>Charter</b></p>	<p>Our Royal Charter was granted in 1980 and states that the object for which we are constituted is "the general advancement of chemical science and its application and for that purpose:</p> <ul style="list-style-type: none"> <li>to foster and encourage the growth and application of such science by the dissemination of chemical knowledge;</li> <li>to establish, uphold and advance the standards of qualification, competence and conduct of those who practise chemistry as a profession;</li> <li>to serve the public interest by acting in an advisory, consultative or representative capacity in matters relating to the science and practice of chemistry; and</li> <li>to advance the aims and objectives of members of the Society so far as they relate to the advancement of the science or practice of chemistry."</li> </ul> <p>As a learned society we are concerned with advancing chemistry as a science, developing its applications, and disseminating chemical knowledge.</p> <p>As a professional body we maintain professional qualifications and set high standards of competence and conduct for professional chemists. We also provide a wide range of services and activities of value both to members, and to the community.</p> <p>As a representative body we provide information and advice on issues involving the science and practice of chemistry at all levels. We also act on behalf of qualified chemists so that their expertise and experience may be used to the best advantage of the community.</p> <p>As a chartered body, we have a special status with a paramount duty to serve the public interest while remaining completely objective.</p> <p>Our Charter was amended in 2001. These changes allowed the introduction of a new membership structure, under which the number of membership categories was reduced, and the award of CChem was separated from admission of a Member (MRSC) or Fellow (FRSC).</p>

<b>By-law</b>	Rules for the regulation of the Royal Society of Chemistry as allowed by our Charter.
<b>Trustee</b>	<p>Trustees bear joint responsibility for the fulfilment of the legal and financial obligations of the Royal Society of Chemistry.</p> <p>In the Royal Society of Chemistry our Council members and the Chairs of our Local Sections and Interest Groups are Trustees.</p>
<b>Officers</b>	<p>For the purposes of governance of member networks only the roles of Chair, Secretary and Treasurer are recorded on our membership database.</p> <p>The role descriptors for Officers can be found in the Networks Handbook.</p>
<b>Ordinary member</b>	Any member of a committee in addition to the Chair, Secretary and Treasurer are recorded as ordinary members.
<b>Co-opted member (co-opt)</b>	<p>Any member of an Interest Group committee which is not a joint group with another organisation who is not a member of the Royal Society of Chemistry is recorded as a co-opted member.</p> <p>Co-opted members should only be on committees in line with the rules.</p>
<b>Quorum</b>	<p>A quorum is the number of committee members required to be in attendance at a meeting/involved in a decision to cause the decision/meeting to be considered valid.</p> <p>Committees may define their quorum in their working practices. If undefined then it is good practice to consider a meeting quorate if the majority of the committee is in attendance.</p>
<b>Trust Fund</b>	All funds held by the member networks (with the exception of joint groups) belong to the Royal Society of Chemistry. Member networks are delegated authority to spend these funds through the Trust Deed – the funds are considered a Trust Fund.
<b>Documents</b>	



<b>Trust Deed</b>	<p>All Local Sections in the UK and Ireland and our Interest Groups have a Trust Deed produced upon establishment.</p> <p>The Trust Deed is the official document which delegates authority to the Officers of the committee to spend the funds of the Royal Society of Chemistry as held in their Trust Fund.</p> <p>The Trust Deed also outlines the purpose of the network.</p>
<b>Rules</b>	<p>The rules for member networks of the Royal Society of Chemistry are set by the Membership and Qualifications Board.</p> <p>Following a review by the Member Networks Committee in collaboration with all of our member networks this single set of mandatory rules for all member networks was approved in October 2017.</p> <p>Variance in the rules is only permitted by approval of the Member Networks Committee.</p> <p>The rules are in place to ensure that the Officers and Ordinary Members of our member networks committees are compliant with all relevant legislation and that our networks are operating within Charity Commission guidelines.</p> <p>The rules and guidance notes should be read together.</p>
<b>Guidance Notes</b>	<p>Following discussions with our member networks it was requested that a set of guidance notes be prepared to support the understanding of the rules.</p> <p>The rules and guidance notes should be read together.</p>
<b>Working Practices</b>	<p>All committees may agree their own working practices – these are the decisions made by the committee to support the efficient organisation and administration of the committee. Examples include defining a quorum, deciding if an AGM will be held, delegation of roles etc.</p> <p>Working practices should be aligned to the rules and cannot override any rules.</p>



	<p>Working practices should be agreed by the committee and do not need approval by the wider network membership.</p> <p>Any committee member may raise any of the working practices for discussion at any time.</p>
<b>Operational Rules</b>	<p>Any committee member may raise any of the working practices of the committee for discussion at any time.</p> <p>It is not permitted for any committee to set their own operational rules (these would not be flexible or open for discussion).</p>
<b>Networks Handbook</b>	<p>The Networks Handbook is an electronic document prepared by the Networks Team to outline the support available to our member networks as well as guidance on good practice.</p> <p>The Networks Handbook is updated regularly and notifications of any updates will be circulated via the <a href="#">networks newsletter</a>.</p>
<b>Staff</b>	
<b>Networks Team</b>	<p>The Networks Team consists of staff members dedicated to the support of our member networks. We are very friendly and approachable and always happy to help.</p> <p>We can be contacted using <a href="mailto:networks@rsc.org">networks@rsc.org</a> or by calling 01223 432141.</p>



## 14.2 Using MyRSC for Member Groups

Member networks can use MyRSC to interact with their members by creating a MyRSC Group. Each MyRSC Group has a calendar allowing events to be arranged and publicised through MyRSC. After the event it is possible to post photos and continue discussions via the group forum. It is also possible to upload files, videos or news articles which may be of interest to other group members. Committee members can be added as moderators to the MyRSC Group allowing them administrative control.

MyRSC Groups can also be used to conduct committee business. By creating a 'hidden' or 'private' MyRSC Group, a Committee can post information and hold discussions in a manner that is not public. Using a MyRSC Group in this way avoids a flurry of group emails with bulky attachments. It could also go some way to reducing the number of physical committee meetings needed, thus saving costs and time.

For support using MyRSC email [myrsc@rsc.org](mailto:myrsc@rsc.org).

### How to create a group on MyRSC

- Once logged into MyRSC you should see a tab next to the Home tab called Groups.
- Click on this and it will take you to the Group home page (to let you know what section you are in, the tab at the top will go pink).
- In the left hand column, second box down there will be a Create Group option. Click on this.
- A new page should load called Group Administration. The required fields are marked with an asterisk. You also have the option to upload a logo if you wish. Once you are happy please save and continue.
- The group will then come to staff for approval, once it is approved you will receive notice and then you can go back into your group and amend settings. Please note that once the group is approved until you amend settings this page is viewable, searchable and you may have requests for people to join it.
- Once the page is approved you can now go in and in your Group Home Page you will see a column on the left called Navigation with many options. The top option should be Group Admin. Click on this and this will take you to your Group Administration Page. In Group Administration you will have the option to make it a public (open to all), private (approval required to join but does still show in the main groups list) and hidden (invite only and is not shown in the groups list). At the end of each section you must either save or save and continue.
- Details- you can edit, add, amend you group title and description, change/add logo as below.



**Group Logo/Photo**

Adding a group photo will make your group more recognizable and easier for other users to find. The image will also appear when users browse and search for new groups to join.



Update

- **Settings-** here you can choose what members of the group can or cannot do within the group. You can add folders for different sections/categories here as well. Once happy, click save and continue.
- **Permissions** is where you can add group administrators and set what functions within the group they can and cannot do. So to have only certain people add content they would need to have edit/delete events, edit/delete photos, edit/delete files. Click save and continue once happy.
- **Notifications** is for you as an owner of the group to decide what alerts you receive when content is added to the group or new members join. Once happy with your selection please click save and continue.
- **Messaging-** here you can set your welcome message to new members, the invite message when inviting people to join. The news section allows you to share news, updates on the front page of the group. Once happy please click save and continue.
- **Members-** This section allows you to send group messages to members, Invite to join the group, view current members, view invited members, and view banned members. When someone requests to join the group (if this is applicable to your group) this will also show in this section and this is where you can approve or deny them access to the group.